



NORTH FLORIDA
COLLEGE

JOB DESCRIPTION

Job Title: Enrollment and Records Specialist (Part-Time)
Department: Academic and Student Services
Reports to: Registrar
FLSA Status: Part-Time (25 hours per week)
Prepared by: Employee Services
Approved by: Employee Services
Revised date: August 9, 2022

SUMMARY

Responsible for processing student transcript requests, typesetting diplomas, and assisting with preparation of commencement ceremonies. Provides exemplary customer service while assisting students with student records and enrollment needs. Ability to accurately post and retrieve data in Ellucian Banner, and research data in Argos Reports and eFileCabinet.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

General Duties and Responsibilities:

1. Process student transcript requests, including online requests received through National Student Clearinghouse website and in-person requests. Assist students with completing transcript requests forms.
2. Assist in preparation of commencement ceremonies to include: order, distribute, collect and return faculty rental regalia, typeset commencement program, order flowers and refreshments, prepare honor cords, diploma covers and all other supplies needed to set up stage and lobby area. Assist in setting up the stage. Responsible for the front lobby before, during, and after the ceremonies to include breaking down after the ceremonies.
3. Typeset and print student diplomas and route them for the required signatures.
4. Assist with class registrations by performing data entry for registration of Supplemental, Academic, PSAV, and PSV students.
5. Maintain office supply inventory for Enrollment Services. Monitor office budgets and prepare requisitions.
6. Assist in the preparation of required college reports by entering data, reviewing records, and correcting records. Maintain the accuracy and integrity of data being entered into the Ellucian Banner database. Access and print reports through Argos reports program.



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7. Crosstrain on Admissions duties and assist as needed. This includes: assist prospective students by providing information about the admission process, post incoming transcripts to Banner, scan and file student records, provide student registration verification letters.
8. Assist with the administration of the state policy on residency classification of students.
9. Daily tasks include greeting and assisting office visitors, providing customer service over the telephone, making copies, operating fax machine, sorting and distributing department mail.
10. Comply with all FERPA guidelines.
11. Be prepared to travel within the college's six county service area to assist with registration/admission needs. This includes assisting at the Live Oak Location and any new service centers that may be opened in the future.

SUPERVISORY RESPONSIBILITIES

This job has currently supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as gross expense, gross receipts, net expense and net revenues.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to stand, walk, and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.